

Early Years Inspectorate Regulatory Report

Pre School

TUSLA Identifier:	TU2015DR130
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Name of Service:	Hillview Early Years Service
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Address of Service:	33/34 & 87 Hillview Grove, Ballinteer, Dublin 16, Co. Dublin
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Eircode:	D16 P9V9
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Name of Registered Provider:	Sinead Jones
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Service type:	Sessional
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Date of Inspection:	13/04/2026
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No of pre-school children:	AM	19	PM	N/A
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Address of the Early Years Inspectorate:	The Early Years Inspectorate, Tusla Child and Family Agency, Carysfort House, Carysfort Avenue, Blackrock, Co Dublin
Inspection undertaken by:	L Magee
Title:	Early Years Inspector

Authority to Inspect

The Tusla Early Years Inspectorate carries out inspections of Early Years Services under Section 58(J) of the Child Care Act 1991 (as inserted by Section 92 of the Child and Family Agency Act 2013).

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Description of service

Hillview Early Years Service operates from a family resource centre located within the Hillview housing estate in Ballinteer, South County Dublin. This early years service is registered to provide a sessional service between 9am – 12 midday, Monday to Friday for children aged 1 to 6 years. The service consists of two rooms which are situated in two separate buildings, a short distance from each other. Both care rooms have a fully enclosed outdoor play area attached to the premises with artificial grass surfacing.

Staffing

On the day of inspection, eight adults including the registered provider and a student who was on placement were working in the service. The registered provider does not work directly with the children.

Methodology

Tusla's Early Years Inspectorate is the independent statutory regulator of early years services in Ireland. The Child Care Act 1991 (Early Years Services) Regulations 2016 define the duty of a registered provider to ensure the safety and well-being of children and to comply with these regulations. This Act also gives Tusla the authority to assess compliance with the regulations. The purpose of regulation in relation to early years services is to ensure that the care, safety, and well-being of children attending such services is upheld. Inspections of early years services are planned based on the following:

- Previous inspection history
- Any information received in relation to the service

The findings on inspection are based on:

- Information obtained through examination of documentation
- Direct observation
- Discussion with relevant staff

This inspection was unannounced and focused on the area of governance/ health, welfare and development of child/ safety. The inspection may also focus on other areas as required.

Inspection findings are documented in the inspection report which is first issued in draft format to the service with an opportunity to respond to any findings. Where statutory requirements are identified as not being met, the registered provider must demonstrate how they have rectified the non-compliance and will prevent any non-compliance from re occurring. The Corrective Action and Preventive Action plan (CAPA) will be used to inform

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decisions about compliance with regulatory requirements. Where the registered provider fails to meet the statutory requirements an escalation process may be commenced.

The inspectorate reserves the right to edit responses received for reasons including clarity, completeness and compliance with administrative and legal processes.

The contents of the report are compiled by the inspectorate body.

Acknowledgments

The inspector wishes to acknowledge the cooperation of the registered provider, manager, deputy person in charge, staff and children who were present on the day of the inspection.

Statutory Notices

Notice	Date Served	Detail
Immediate Action Notice IAN 0102	13/04/2026	Police vetting was not available for one adult who was working with the children on the day of inspection.
Status	The registered provider took immediate corrective action which addressed the risk identified. Preventative actions were submitted by the registered provider which were accepted and addressed the statutory notice	

Part III – Management and Staff

Regulation 9 – Management and recruitment

(1) A registered provider shall ensure that-

- (a) the service has a designated person in charge and a named person who is able to deputise as required,*
- (b) at all times during the period when the pre-school service is being carried on, the designated person in charge or the named person referred to in subparagraph (a) is on the premises, and*
- (c) there is a clear management structure in the service that identifies the lines of authority and accountability in the service and the specific roles and responsibilities of each employee and unpaid worker.*

(2) A registered provider shall ensure that each employee, unpaid worker and contractor is suitable and competent taking into consideration the nature of the needs of children, including by-

- (a) consideration of references from the person's past employers, if any, and in particular the most recent employer, if any,*
- (b) consideration of references from reputable sources in the case of a person who has no past employers,*
- (c) consideration of the vetting disclosure received from the National Vetting Bureau of the Garda Síochána in accordance with the Act of 2012 in respect of the person, and*
- (d) ensuring, insofar as is practicable, that where a person has lived in a state other than the State for a period of longer than 6 consecutive months, he or she provides police vetting from the police authorities in that state.*

(3) The procedures specified in paragraph (2) shall be carried out prior to any person being appointed, assigned or allowed access to or contact with a child attending the pre-school service.

(4) A registered provider shall ensure that, without prejudice to the generality of paragraph (2) and subject to paragraphs (5) and (6), each employee working directly with children attending the service holds at least a major award in Early childhood Care and Education at Level 5 on the National Qualifications Framework or a qualification deemed by the Minister to be equivalent.

Compliance Information

(1)

- (a) The service had a person in charge and a deputy person in charge who was available to deputise as required.
- (b) At all times during the inspection the designated person in charge was on the premises.
- (c) There was a clear management structure that identified the roles of authority and staff were familiar with this and their own roles and responsibilities.

(2) On 13 April 2026, the inspection focused on files for six adults including a student who was present on work placement and a contractor who provides a service for the children on a weekly basis. Regulation 9(2)(c) was

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inspected for these six adults and a further eight adults whose Garda vetting disclosure had been renewed in accordance with the Early Years Inspectorate Regulatory Notice. These are detailed as follows:

- (a) Seven written validated references were available from past employers.
- (b) Two written validated references were available from a source other than a past employer.
- (c) Garda vetting disclosures were available for 14 adults. Garda vetting disclosures had been renewed in accordance with the Early Years Inspectorate Regulatory Notice, which requires services to renew Garda vetting every three years.
- (d) A police vetting disclosure was available for one adult who lived outside Ireland for a period of longer than six months as adult.
- (4) Documentation was available to show that the four adults employed to work directly with children attending the service held at least a major award in Early Childhood Care and Education at Level 5 or above on the National Framework of Qualifications, or a qualification deemed equivalent by the Department of Children Disability and Equality (DCDE). Two adults did not require a childcare qualification.

Non-Compliance Information

- (2) (a), (b) There were no written validated references available for one adult and a second adult required an appropriate second validated reference.
- (d) See Statutory Notice section in relation to Immediate Action Notice IAN 0102 served.
- (3) Documentation reviewed evidenced that the procedures specified above under 9(2) had not been carried out prior to one staff member commencing employment in the service.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

2(a)&(b)

Two written references for one adult and a second reference for a second adult are now on file and validated. A personnel file checklist is now in place.

(3) A personnel file checklist is now in place on the front of each staff file.

Supporting documentation submitted

Supporting documentation was reviewed.

Summary Comment

The actions taken by the registered provider has addressed the regulatory requirement.

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Part III – Management and Staff

Regulation 11 - Staffing levels

(1) Subject to this Regulation, a registered provider shall ensure that there is at all times an adequate number of adults working directly with the children attending the pre-school service.

(3) Subject to paragraph (5), a registered provider of a sessional pre-school service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 2 of Schedule 6 opposite a particular reference number specified in column (1) of that Part in respect of the age range of the children specified in column (2) therefore at that reference number is satisfied.

(8) Without prejudice to paragraphs (2) to (7)-

(c) a registered provider of a sessional pre-school service shall ensure that, where the person in charge operates the service single-handedly, a second person familiar with the operation of the service and in a position to provide assistance to the person in charge in operating the service is, at all times, within close distance of the service and available to attend the service to assist the person in charge in the event of an emergency.

Compliance Information

(1) An adequate number of adults were working with the children when the inspector arrived unannounced at the service. There were seven adults working directly with 19 children.

(3) The minimum adult/child ratio was maintained at all times.

(8) (c) Two adults were on the premises at all times.

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Part IV – Information and Records

Regulation 15 – Record of pre-school child

(1) A registered provider of a pre-school service other than a pre-school service in a drop-in centre or a temporary pre-school service shall ensure that a record in writing is kept in respect of each pre-school child attending the service containing the following particulars:

- (a) the name and date of birth of the child;*
- (b) the date on which the child first attended the service;*
- (c) the date on which the child ceased to attend the service;*
- (d) the name and address of a parent or guardian of the child and a telephone number where that parent or guardian or a relative or friend of the child can be contacted during the hours of operation of the service;*
- (e) authorisation for the collection of the child;*
- (f) details of any illness, disability, allergy or special need of the child, together with all the information relevant to the provision of special care or attention;*
- (g) the name and telephone number of the child's registered medical practitioner;*
- (h) record of immunisations, if any, received by the child;*
- (i) written parental consent for appropriate medical treatment of the child in the event of an emergency.*

Compliance Information

(1) A sample of 10 records were reviewed for children who were attending the service. The records reviewed contained the following information:

- (a) The name and date of birth of each child.
- (b) The date on which the child first attended the service.
- (c) There was an area on the registration form where the date when a child would cease to attend the service will be recorded.
- (d) The names, addresses and telephone number of parents were recorded and information where parents can be contacted during the hours of operation of the service were also available.
- (e) There was authorisation for the collection of the child on nine registration forms.
- (f) The records available supported the recording of any illness, disability, allergy or special need of the child.
- (g) The name and telephone number of nine children's medical practitioner was recorded.
- (h) A record of immunisations received was recorded for seven children.
- (i) There was written consent for appropriate medical treatment of a child in the event of an emergency.

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Non-Compliance Information

- (e) There was no authorisation for the collection of the child on one registration form.
- (g) The name and telephone number of one child's medical practitioner was not recorded.
- (h) A record of immunisations received was not recorded for four children.

Corrective & Preventive Action submitted by the Registered Provider

Corrective and Preventive Action

- (e) The service obtained the authorisation for the collection of one registered child.
 - (g) The name and telephone number of one child's GP has been added to their file.
 - (h) A record of proof of immunisations has been recorded for all children and a disclaimer signed by a parent where no proof of immunisation was presented.
- A child registration checklist is on the front of all children's registration files.

Supporting documentation submitted

Supporting documentation was reviewed.

Summary Comment

The regulatory requirement has been met.

Part IV – Information and Records

Regulation 16 – Record in relation to pre-school service

(1) A registered provider shall ensure that a record in writing is kept of the following information in relation to the service:

- (j) details of any medication administered to a pre-school child attending the service with signed parental consent;*

Compliance Information

- (1) (k) The manager reported two children were on medication on the day of inspection. Medication had been administered to these two children since September 2025. These records were signed by staff and parents and were completed appropriately.

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Part V - Care of Child in Pre-school Service

Regulation 19 - Health, welfare and development of child

(1) A registered provider shall, in providing a pre-school service, ensure that-

(b) appropriate and suitable care practices are in place in the pre-school service, having regard to the number of children attending the service and the nature of their needs.

Compliance Information

(1)(b) All children bring in a light lunch from home. The Ramblers room encouraged a rolling lunch and the children were observed chatting happily while they ate their lunch. Drinks were always available to the children. Staff encouraged children to be independent, developing each child's self-help skills. Children were supported with toileting if needed and staff were observed caring for children in a respectful manner during toileting. It was evident through observation that staff were very familiar with the needs of the children. Interactions with the children were warm and sensitive. Soft furnishings were provided to facilitate children to rest during the day when required. Children were observed to enjoy time spent in the outdoor play area moving freely and engaging in different games with staff.

Part VI - Safety

Regulation 23 - Safeguarding health, safety and welfare of child

A registered provider shall ensure that all reasonable measures are taken to safeguard the health, safety and welfare of a pre-school child attending the service and that the environment of the service is safe.

Compliance Information

General Safety:

External gates and doors were secured to prevent children from exiting the service unsupervised and to prevent unauthorised persons from gaining access to the pre-school. Heavy equipment was secured to prevent tipping and injury. Emergency exits were kept clear at all times during the inspection. Cleaning agents were stored safely out of reach of children. All storage facilities were inaccessible to children. All blind cords were secured.

Infection Control:

The service has an infection control policy which informs the day to day running of the service. This was observed as evidenced below:

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The children washed their hands before meals, after outdoor play and after messy play activities. Liquid soap, warm water and single use paper towels were available to support hand hygiene practices. Pedal operated bins were provided in the care room and sanitary areas for the disposal of waste.

Administration of Medication:

Staff demonstrated, through discussion, that they were familiar with the procedures and practices in place for the administration of medication in line with the service's policy on medication administration.

Fire Safety:

Staff demonstrated a clear understanding of the procedure to be followed in the event of a fire. Regular fire drills were conducted in the service.

Non-Compliance Information

Infection Control:

Staff were observed to wear the same gloves throughout the nappy changing procedure. This included reapplying a clean nappy and redressing the child. This increases the risk of the spread of infection.

This is contrary to the service's nappy changing policy. The nappy changing procedure was found to be non-compliant on the last inspection dated 10 July 2023, despite assurances from the registered provider during the corrective action and preventative action process.

Action submitted by the Registered Provider

Corrective & Preventive Action

Infection Control:

The early years manager reviewed the nappy changing policy with all staff members and is assured that all understand the nappy changing procedures.

Supporting documentation submitted

Supporting documentation was reviewed.

Summary Comment

The actions taken by the service have addressed the non-compliance.